

Property Manager Job Description

Duties and Responsibilities:

- Oversee the smooth running of activities on a commercial or residential property
- Design and implement management strategies necessary for meeting the needs and requirements of a client
- Carry out the marketing and advertising of property vacancies to attract tenants
- Conduct screening of potential tenants to determine individuals best suited for a property
- Responsible for fixing appropriate rental rate, collecting tenant rents, and adjusting rental rates when necessary
- Oversee the regular maintenance and repair of facilities to ensure utility needs of tenants are met
- Carry out various financial obligations, such as payment of bills, budget preparation, compiling of expenditures, and analysis of financial records
- Oversee the hiring and training of maintenance staff/contractors
- Contract a security outfit to monitor property activities and implement precautionary measures
- Set and enforce occupancy policies and regulations necessary to maintain order within property premises
- Handle the vacation or eviction of a tenant as well as carry out inspection of tenant apartment prior to vacation to verify its condition
- Maintain a thorough knowledge of property and housing laws and employ this knowledge in performing job duties
- Supervise the filing of property taxes and may also educate owners on tax filing
- Keep accurate records of property revenue, expenditure, and insurance
- Take part in educational programs and conferences to improve on existing job knowledge and increase personal network.

Property Manager Requirements – Skills, Knowledge, and Abilities

- Education and Training: To become a property manager, you require at least a high school diploma or more, preferably a Bachelor's degree in disciplines such as finance, business administration, and real estate, or in similar fields. Experience in the field of real estate management or sales will increase job prospects
- Negotiation Skills: Property managers are skilled in conducting contract negotiations with contractors and potential tenants
- Organizational Skills: Property managers are able to manage the affairs of tenants, payment of bills, and monitor of property activities to mention but a few. They require strong organizational skills to juggle these tasks
- Communication Skills: Property managers are adept at interacting with potential tenants, contractors, and building owners to effectively run a property.